

# Environments

## Designer/Space Planner

**Location:** Portland, OR

**Exempt/Non-Exempt:** Exempt

**Benefits:** Medical, Dental, Vision, 401(k) with match, S125 FSA, EAP Life and Disability Insurance

**Employment Type:** Full Time

**Department:** Design

**Salary:** Commensurate with experience

### Overview

At Environments, we're passionate about design, workplace strategy and exceeding our customers' expectations. As the exclusive Knoll partner in Portland for over 27 years, design and workplace research guide all that we do. We are seeking an experienced designer to join our team. The perfect candidate will have experience in designing innovative workplaces: ones that inspire employees, and improve productivity. Someone who can take ideas and bring them to life through drawings, plans, and designs by utilizing technical skills, attention-to-detail, and creativity. You thrive in a team environment that delivers exceptional solutions to the customers we serve.

If you are an out-of-the-box thinker, committed to delivering best in class service to develop innovative, creative, and sustainable workplace solutions, we'd love to hear from you.

### Responsibilities

The Designer will primarily be responsible for, among others, the following duties:

- Meet with customers to gather project information (surveys, interviews, observations, and insights)
- Perform field measures, product inventory and product research
- Produce and present design concepts to internal and external clients
- Produce furniture block plans, space plans, finish palettes, furniture specifications and installation drawings
- Assist with proposals
- Manage project hours
- Perform project audits for other designers
- Act as a resource for junior designers in your department
- Provide design services to customers including programming, space planning, typical development, renderings, working/installation drawings, specification and site-to-plan review.
- Working in a team environment with sales, account management, project managers, installation, and customers to ensure accurate plans and specifications.
- Produce finished working drawings for specification and installation; validating plans against construction, electrical engineering and A&D drawing sets.
- Developing product specifications; verifying specifications against plans; and preparing specifications for order-entry using an electronic specification program.
- Assist with punch list and post-install specifications to complete project

### Qualifications:

- Bachelor's (BA) Degree in Interior Architecture or Architectural Design from a college or university, or equivalent
- A minimum of 3-5 years' experience in design, space planning and furniture specification preferred.
- Knoll dealership experience (minimum 2 years) and a mastery of Knoll product knowledge
- Mastery of specifications in CAD, CAP, and VI is required
- A strong understanding of workplace environment issues (ancillary furniture, ergonomics, technology integration, and workplace strategy) is preferred.
- Strong design management skills and ability to juggle multiple programs/projects at a time to deliver on deadline
- Excellent Customer Service skills with a passion to provide solutions to meet customers' needs

Environments is an equal opportunity employer.

For more information or to submit qualifications, email [info@environmentsnw.com](mailto:info@environmentsnw.com) with subject: Designer/Space Planner.